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ABSTRACT

Following a brief description of the New York State Interlibrary Loan Network (NYSILL), this manual covers the following areas: (1) how requests are referred through the NYSILL network, (2) who may use NYSILL, (3) what materials may be requested under the NYSILL program, (4) what materials may not be requested under the program, (5) how to submit requests, (6) reports on interlibrary loan transactions, (7) policy governing the loan of materials, (8) the NYSILL policy, and (9) the contracting libraries in NYSILL. A directory of NYSILL contracting libraries is also included. (NH)

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new york state interlibrary loan network manual

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NEW YORK STATE INTERLIBRARY LOAN NETWORK

NYSILL MANUAL

Revised

May 1970

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MAP OF PUBLIC LIBRARY SYSTEMS

MAP OF REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS

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I

THE NEW YORK STATE INTERLIBRARY LOAN NETWORK (NYSILL)

In April 1967, the New York State Library initiated a pilot experiment in compensated interlibrary loan designed to make the resources of a number of the great research collections of New York available to all researchers in the State. The NYSILL Program has continued and grown since 1967, retaining most of the original design with a few modifications.

The New York State Library serves as the hub, monitor,and referral agency of the NYSILL Network.

1. Any library in the State can transmit requests for library materials to the New York State Library by teletype or by mail. The request is searched in the New York State Library's collection.

2. If the material is available from the New York State Library collection, the original or photocopy up to 24 pages is sent to the library originating the request.

3. If the material is not available at the State Library and is coded for referral, it is referred either to an area referral library or to a subject referral library. The professional staff of the State Library's Interlibrary Loan Section determines to which library or libraries requests are referred on the basis of geographical location and level of material requested.

4. Referral libraries send the materials to the library originating the request. The State reimburses referral libraries for all requests searched and for all requests filled.

5. Libraries receiving materials through NYSILL are responsible for returning the materials directly to the supplying library.

Area Referral Libraries

Three of the largest public libraries in the State with broad general collections serve as area referral libraries. Requests for more popular or general materials which cannot be filled by the State Library are referred to the area referral libraries.

Brooklyn Public Library (code letters: NB) generally receives referrals from the Westchester Library System, Nassau Library System, and Suffolk Cooperative Library System.

Buffalo and Erie County Public Library (code letters: NBU) generally receives referrals from Mohawk Valley Library Association, Upper Hudson Library Federation, Pioneer Library System, Chautauqua-Cattaraugus Library System, North Country Library System, Nioga Library System, Clinton-Essex-Franklin Library, Southern Adirondack Library System, and Four County Library System.

Rochester Public Library (code letters: NR) generally receives referrals from Buffalo and Erie County Public Library, Chemung-Southern Tier Library System, Finger Lakes Library System, Onondaga Library System, Mid-York Library System, Brooklyn Public Library, The New York Public Library, Queens Borough Public Library, Mid-Hudson Libraries, and Ramapo Catskill Library System.

Subject Referral Libraries

Nine research libraries serve as subject referral libraries. Each of the libraries has contracted with the State to supply on interlibrary loan, through NYSILL, materials in specific subject areas (see Chapter XI, "Directory of NYSILL Contracting Libraries"). When requests for research materials cannot be filled by the State Library, they are referred to the most appropriate subject referral libraries. Requests can be referred to several libraries in succession if they are not filled at the first referral source. The subject referral libraries are:

The New York Public Library Research Libraries (code letters: NN)
Engineering Societies Library (code letters: NNE)
New York Academy of Medicine Library (code letters: NNN)
Union Theological Seminary Library (code letters: NNUT)
Columbia University Libraries (code letters: NNC)
Cornell University Libraries (code letters: NIC)
Teachers College Library (code letters: NNCT)
New York University Libraries (code letters: NNU)
American Museum of Natural History Library (code letters: NNM)

All contracting referral libraries have teletype service for the receipt and transmission of requests. Referral libraries send materials directly to the requesting library and report on each request to the State Library within 5 days. If the referral library cannot supply the material, it refers the request to the next referral library indicated in the State Library's routing until all have acted upon it. Requesting libraries with teletype facilities should call the State Library at least once a week in order to receive reports on outstanding requests.

Both the 22 public library systems (see map) and the nine library reference and research resources systems (see map) are involved in the NYSILL Program. Several of the public library systems transmit requests to the State Library from public, academic, and special libraries in their areas. Two of the reference and research resources systems have been operating experimental regional systems within NYSILL and several have contracted for the use of public library system delivery services to speed interlibrary loans to academic and special libraries.

II

HOW REQUESTS ARE REFERRED THROUGH THE NYSILL NETWORK

Usual Referral Patterns

Interlibrary loan requests are received in the Interlibrary Loan Section of the New York State Library by teletype or mail. Teletype requests can be handled more rapidly, but all requests are examined as quickly as possible for codings and completeness of information provided. The originating libraries and intermediate transmission libraries are expected to provide correct and verified citations. If the request cannot be verified, the source of the citation should be indicated, or if neither verification nor source is available, the request must indicate that it could not be verified. Requests without a verification statement will not be referred by the State Library.

All requests are searched in the New York State Library's own collections. If the material is available for circulation, it is provided in the original or in photocopy and mailed to the requesting library.

If it is not available from the State Library, the request is reviewed by the Interlibrary Loan Section's professional staff and routed for referral to one or more subject or area referral libraries based on the geographical location of the requesting library, or on the level and subject area of the request. The State Library will refer all requests which are eligible for referral, and eligibility is determined by the completeness of information provided (see Chapter VI, "How To Submit Requests").

Referral libraries search their own collections for each request. If the material is available, it is sent directly to the requesting library. If it is not available, the request is referred to the next library indicated in the routing, and a report is submitted to the State Library indicating the action taken.

When the request has been acted upon by all designated referral libraries, the State Library will send a final report on the transaction to the transmission site.

Special Referral Patterns

Direct requests

Academic libraries in the State with collections of 1 million or more volumes[1] may bypass the State Library under certain conditions. The central library of such an academic library may submit a request directly to the central library of the subject referral libraries participating in NYSILL. Branches of academic libraries with million-volume collections may not submit requests directly[2] and no direct access request may be

---

[1]The latest official certification of collection size on record with the State Education Department will be used to identify such institutions.

[2]With the exception of the Health Sciences Library of the State University of New York at Buffalo.

submitted to branches of the subject referral libraries nor to any area referral libraries. The academic libraries using the direct access option are required to submit a copy of the request to the State Library at the time the request is initiated. Each direct access request must be assigned an identification number distinguishable from and compatible with other NYSILL codings in order to enable the State Library to keep a record of the handling of these requests. A direct access request should have a unique number. If the request is unfilled and sent to another subject referral library, it should have a different number. A direct access request also should have a "D" following the system code to distinguish it from requests routed to the State Library, e.g. NIC D6-1.

The New York Public Library Research Libraries also have been accorded the direct access option, and each of the subject referral libraries is permitted to submit requests directly to the other subject referral libraries.

Urgent requests

Two categories of requests can be designated as "urgent" by the originating library:

1. medical requests submitted by physicians or hospital libraries which require rapid handling;

2. requests submitted by college or university faculty members or by researchers in business or industry which carry a reasonable deadline date.

Requests in these categories marked "urgent" will be given top priority handling at the State Library. Caution in the use of the "urgent" category is indicated. The designation is being handled as a monitored experiment to determine quantity, fill rate, and elapsed time for such requests.

III

WHO MAY USE NYSILL?

The New York State Interlibrary Loan Network is intended to serve the entire research community of New York State. Students, faculty members, independent researchers, professionals, and the general public are all part of the research community and entitled to use the services of NYSILL. Only two categories are specifically excluded from referral beyond the State Library in the NYSILL Network: persons under 18 years of age and inmates of mental or penal institutions. Libraries submitting requests are expected, however, to exercise professional judgment which will determine the seriousness of an inquirer's request without in any way limiting his freedom of inquiry.

Medical libraries that wish to transmit requests from physicians, that are not filled in NYSILL, to the National Library of Medicine should inquire in advance of submission of requests to NYSILL about the format in which these requests must be submitted and what information must be included in the request. These inquiries should be made to Marcia Davidoff, Associate Librarian, New York State Library Medical Library.

The New York State Library's policy of serving all citizens of the State remains unchanged. Any library in New York State may submit interlibrary loan requests to the State Library.

IV

WHAT MATERIALS MAY BE REQUESTED UNDER THE NYSILL PROGRAM?

In general, books and other monographic works which may safely be sent through the mails, and articles in periodical and serial publications not more than 24 pages in length may be requested from the State Library. When the State Library cannot supply, requests will be referred to appropriate participating libraries.

The State Library reserves the right to supply materials in photocopy. Material up to 24 pages will be supplied free of charge. Photocopy in excess of 24 pages is supplied at a charge of 10 cents per page, for the number of pages in excess of 24. When a request is submitted for materials in excess of 24 photocopy pages, it should be accompanied by a statement indicating that the patron is willing to pay the charges for the total number of pages.

The referral libraries will supply up to 24 pages of photocopy free. Payments for photocopy in excess of 24 pages may be determined by the referral library's own policy which may differ in each institution. When a request is submitted for materials in excess of 24 photocopy pages, it should be accompanied by a statement indicating that the patron is willing to pay the charges for the total number of pages.

For researchers who feel they must survey a periodical volume's content, a request may be submitted for the table of contents or index. A second request may then be submitted for the specific pages needed.

V

WHAT MATERIALS MAY NOT BE REQUESTED UNDER THE NYSILL PROGRAM?

Fiction. Requests for fiction will be searched and supplied, whenever possible, from the New York State Library's collection. The requests will not be referred unless accompanied by a statement indicating the material is needed specifically for a serious research project.

Textbooks. Requests for textbooks will not be referred.

Current publications. Monographs published in the current year should not be requested unless they have been published by learned societies and are not available through regular book trade channels.

Materials in popular demand. How-to-do-it books, recreational materials, and books on college reading lists are not likely to be supplied by NYSILL. Two "in circulation" reports at any time in the chain of referral will be interpreted as indicative of popular demand and will render the request ineligible for further referral.

Nonresearch materials. Self-help books, cookbooks, sports, recreation, and hobby materials, and elementary foreign language grammars are not eligible for referral unless accompanied by a statement indicating a specific and serious research need.

Reference works. Standard reference works are generally not available through the NYSILL Network. Photocopy of specific pages or a superseded edition may be available, and requests for such materials should be specifically worded.

Genealogy. Materials in genealogy are not generally available through interlibrary loan. Occasionally, microfilm is available and requests should specifically indicate microfilm, if it can be read or copied locally. No reference work on genealogy is available through the NYSILL Network.

Rare books. Rare and unique volumes are not available through interlibrary loan. Specific pages may be photocopied when the condition of the material permits. Requests should cite specific pages desired.

Children's books. Requests for children's books are not eligible for referral unless accompanied by a statement indicating a specific and serious research need.

Multivolume sets. Books published in more than three volumes are not available through interlibrary loan. Requests for photocopy of table of contents, index, or specific pages will be honored in the NYSILL Network.

Restricted materials. Requests for material which the originating or the transmitting library owns but does not circulate or copy should not be submitted to the NYSILL Network.

Paperbacks. Requests for in-print paperbacks priced at less than $5 should not be submitted unless they are published by learned societies or are unavailable through regular book trade channels.

Subject requests. The New York State Library will accept and service requests requiring reference work, but such requests are not eligible for referral in the NYSILL Network.

Evaluation of eligibility for referral. The New York State Library will review requests to determine suitability of requests for referral and the routing of referrals. Mail requests deemed ineligible for referral will be returned to the sender; teletype requests considered ineligible will be so reported to the request transmission site.

VI

HOW TO SUBMIT REQUESTS

Interlibrary loan requests may be submitted by mail or by teletype (TWX). Teletype requests receive priority.

Libraries submitting requests by mail are asked to use the New York State Library Request for Interlibrary Loan form. This form may be obtained in quantity from:

New York State Library
Interlibrary Loan Section
Albany, New York 12224

Requests from physicians may be referred to the National Library of Medicine if not filled in NYSILL. Additional information is required by NLM. Hospital libraries and/or physicians who may wish to make use of this service should contact Marcia Davidoff, Associate Librarian, New York State Library Medical Library, for specific instructions on initial submission to NYSILL.

Libraries which customarily use the ALA-approved interlibrary loan form may submit requests on this form. However, because they must be transferred to a format suitable for handling by the State Library, there may be some delay in servicing these requests and in referring such requests into the NYSILL Network.

Mail Requests

The following information is needed for mail requests:

A. Books and monographs (see Exhibit A.1)

1. Author
2. Title
3. Place of publication, publisher, copyright,and publication date
4. Name of requesting institution
5. Mailing address of requesting institution
6. Signature of borrower or responsible library employee
7. Date after which material is not wanted

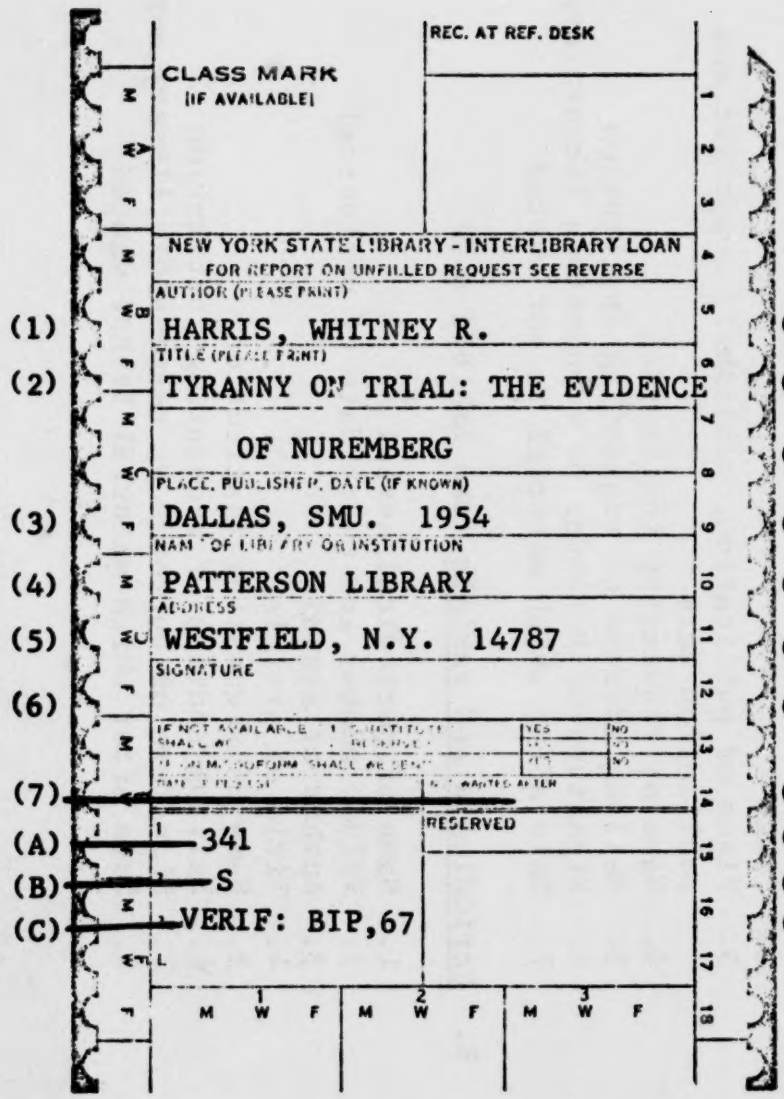
B. Periodicals and serials (see Exhibit A.2)

1. Name of periodical/serial
2. Volume number and exact date of periodical
3. Author of article
4. Title of article
5. Name of requesting institution
6. Mailing address of requesting institution
7. Signature of borrower or responsible library employee
8. Date after which material is not wanted

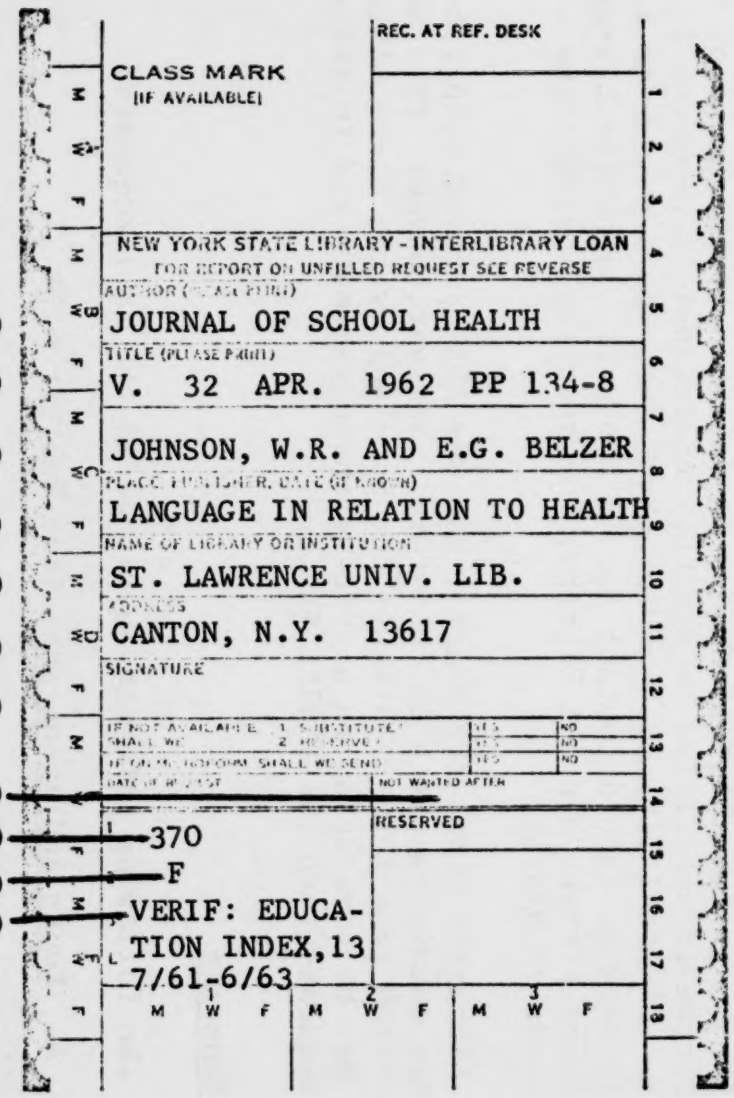
Exhibit A

Sample Mail Request

Book/Monograph:
A.1.



Periodical/Serial:
A.2.


REC. AT REF. DESK
CLASS MARK
(IF AVAILABLE)
NEW YORK STATE LIBRARY - INTERLIBRARY LOAN
FOR REPORT ON UNFILLED REQUEST SEE REVERSE
AUTHOR (PLEASE PRINT)
(1) JOURNAL OF SCHOOL HEALTH
TITLE (PLEASE PRINT)
(2) V. 32 APR. 1962 PP 134-8
(3) JOHNSON, W.R. AND E.G. BELZER
PLACE, PUBLISHER, DATE (IF KNOWN)
(4) LANGUAGE IN RELATION TO HEALTH
NAME OF LIBRARY OR INSTITUTION
(5) ST. LAWRENCE UNIV. LIB.
ADDRESS
(6) CANTON, N.Y. 13617
SIGNATURE
(7)
IF NOT AVAILABLE 1 SUBSTITUTE? YES NO
SHALL WE 2 RESERVE? YES NO
IF ON MICROFORM SHALL WE SEND YES NO
DATE OF REQUEST
(8)
NOT WANTED AFTER
RESERVED
(A) 370
(B) F
(C) VERIF: EDUCATION INDEX,13 7/61-6/63
M W F M W F M W F

A.3.

NEW YORK STATE LIBRARY
Loan Desk
ALBANY, NEW YORK 12224
Request for Interlibrary Loan

Please use the front of this form for author and title requests only. Subject requests may be submitted in the box below or by letter if complex.

Please use this box for subject requests when you do not know the title of the book you wish.

(D) .....
.....
.....
.....

Report on Unfilled Request

- ☐ 1. Not in Library
- ☐ 2. Ordered. Not yet on shelves. Shall we reserve? .....
- ☐ 3. Out. Shall we reserve? .....
- ☐ 4. Reference. Not circulated.
- ☐ 5. Periodical which does not circulate
- ☐ 6. In bindery
- ☐ 7. Rare. Not circulated.
- ☐ 8. Size and format require expensive packing and high insurance.
- ☐ 9. Reserved for use in Library
- ☐ 10. Temporarily missing from shelves
- ☐ 11. Other .....

.....
.....
.....

L 789-MY65-300,000

C. Additional information required for referral

If a mail request is to be referred into the NYSILL Network, the following additional information is required:

1. Approximate Dewey Classification number
2. Status of reader requesting the material, as follows:
   S-Student (college and university)
   F-Faculty (community college, college, and university)
   I-Business and industry (researcher in business and industrial firms)
   P-Professional (e.g., physician, attorney, clergyman, writer, elementary or secondary school teacher, sculptor, etc.)
   O-Other
3. Reference verification, source of citation, or indicate unable to verify.
4. Any additional information which may be helpful in satisfying the request, such as:
   a. additional bibliographic information, e.g., part of a society or publisher's series; thesis/dissertation, sources searched locally, etc.
5. Location of material if known through prior experience.
6. Locations indicated in union lists.

This additional information is needed to accelerate the progress of requests through the network and to facilitate the monitoring of the NYSILL Program.

Report on mail transactions

When a mail request has been referred through the NYSILL Network, a report of the result of the State Library's search will be made by mail (see Exhibit B).

Teletype Requests

The New York State Library has been using a computer to report final status of requests and to provide accounting and statistical data. We are now approaching the use of the computer for referral and for direct access to the transmission sites.

The use of the computer in the interlibrary loan network will require that requests be submitted in a consistent form. The machine, by itself, cannot readily distinguish between different types of bibliographic data; therefore, it will be necessary to determine what information will be required and how it is to be identified. To identify essential information, tags have been devised.

Exhibit B

The University of the State of New York
The State Education Department
THE NEW YORK STATE LIBRARY
Albany 12224

Request #: _____ Date:

To:

From: Interlibrary Loan Section
New York State Library

Subject: Interlibrary loan request

Attached is your interlibrary loan request for material from the New York State Library. We have taken the following action:

/ / Material not in State Library.

/ / Material owned by State Library:

1. / / Not available at present.
2. / / Not circulated.
3. / / Temporarily missing from shelves.

/ / Material sent_____

/ / Material owned by:_____

1. / / Not available at present.
2. / / Not circulated.

/ / Not found at:_____

/ / Material not found in referral network.

/ / Request delayed in network. If still needed, please resubmit.

/ / Report from:

/ / N.B. When writing us about referrals, please use the request number assigned above.

Enc.

5/70

In order to meet the bibliographic and statistical requirement of the NYSILL network, the essential data elements have been identified and appear below. Provision has been made for narrative or free form information by inclusion of a note field.

It is essential that the State Library receive an error-free message because the tape will be used to transmit requests beyond the State Library.

The State Library has prepared a brief instruction course, via TWX, on the preparation of teletype requests. If you wish to have your teletype operator receive such instruction, you may ask for an appointment. Direct your inquiry to Mrs. Mary Felix, Interlibrary Loan Section, New York State Library, Albany, New York 12224.

Constant data in fixed fields

A. The following information must be provided for each request submitted:

1. System code: An alphabetic abbreviation of not more than four letters assigned by the State Library used to identify the institution transmitting the requests, e.g., CCLS, BPL, SUCP.

2. Month: A number representing the month of the year followed by a hyphen; i.e., 1-January, 3-March, 12-December.

3. Sequence of request: An item number, assigned serially to requests received during the month, beginning anew with 1, each month.

4. Borrowing library: An identification number, preceded by a hyphen, representing each agency for which a transmission site regularly submits requests. The Interlibrary Loan Section of the State Library should have a current list of these agencies for mailing purposes. The list should include the (1) name, (2) street address, (3) post office address, and (4) zip code of each agency; i.e.,

NCLS-3-103-34 (34)

This 34 refers to:

Interlibrary Loan
Carthage Free Library
Carthage, New York 13619

Transmission points other than public library systems may find this element unnecessary.

5. Type of request: An initial as designated for each of the following:

M-Monograph
S-Serial
R-Subject Request

6. Eligibility of request for referral:

E-Eligible, i.e., to be referred to one or more NYSILL referral libraries if not supplied by the N.Y. State Library.

I-Ineligible, i.e., to be supplied by the N. Y. State Library, if possible, but not to be referred elsewhere.

7. Patron status:

S-Student (college and university)
F-Faculty (community college, college, and university)
I-Business and Industry (researcher in business and industrial firms)
P-Professional (e.g., physician, attorney, clergyman, writer, elementary or secondary school teacher, sculptor, etc.)
O-Other

8. Only the first three digits of the Dewey number will be used as illustrated on pp. 18-21, e.g., a chemistry journal - 540

B. Field Identification:

1. Tags are letters identifying portions of the format as explained below and summarized on page 17.

2. Field tags must always be preceded by an asterisk sign (*) and followed by two spaces.

3. All adjacent codes in a single field must be separated by a hyphen (-).

C. Examples:

1. Request identification field
*R NCLS-3-103-34
Tag R
System NCLS
Month 3-
Request Number 103
Library Number 34

2. Additional required Information
*I M-E-S-973
Tag I
Request Type M
Referral Eligibility E
Patron Status S
Dewey Number 973

Bibliographic data

A. Monographic request

1. *A Author. Use primary author. Full name where known, whether personal or corporate.

2. *T Title. Use brief title.

3. *P Publisher, place, and date. The place of publication should only be indicated when it, too, is felt to be essential in the identification of the book.

4. *VER Verification. Verification must be indicated in one of the following ways:

   (a) Title and year of bibliographic tool in which found, or
   (b) Source of citation, or
   (c) "Cannot verify" use symbol (ZZ)

   Should the verification field be completely ignored, the request will automatically be ineligible for referral beyond the State Library.

5. *N Notes. Include in the note field any useful information such as: series title, "This edition only," "photocopy," location symbols or any other information that will facilitate filling the request.

   Address. The correct address should come at the end of the note field. All addresses should begin with the words: Interlibrary Loan.

B. Serial request

1. *S Serial Title
2. *V Volume and issue designation
3. *D Date (Month and issue designation). If there is no month, skip it.
   Example: (a) 1979, pp. 15-20
   (b) Spring 1968, pp. 79-102
4. *A Author of article
5. *T Title of article
6. *VER Verification. Verification must be indicated in one of the following ways:

   (a) Title and year of bibliographic tool in which found, or
   (b) Source of citation, or
   (c) "Cannot verify" use symbol (ZZ)

   Should the verification field be completely ignored, the request will automatically be ineligible for referral beyond the State Library.

7. *N Notes. Include in the note field any additional useful information such as series title, "This edition only," "photocopy," location, or any other information that will facilitate filling the request.

Address: The correct address should come at the end of the note field.

Control and vertical spacing

A. At the end of each request, hold down the control key and depress the letter "L."

   1. If the request is ineligible for referral, put in 3 rub-outs.

   2. If the request is eligible for referral, put in 20 rub-outs.

B. Return the line, and continue to the next request.

Sample requests

A. Monograph Coded for Referral

```
*R  NCLS-3-103-34
*I  M-E-S-973
*A  KELLY, FRANK K.
*T  THE FIGHT FOR THE WHITE HOUSE:  THE STORY OF 1912
*P  CROWELL, 1961
*VER  NUC 58-62, V 24 P. 370
*N  INTERLIBRARY LOAN
    CARTHAGE FREE LIBRARY
    CARTHAGE, N.Y.  13619
```

B. Serial Coded for Referral

```
*R  RCLS-3-100-51
*I  S-E-F-050
*S  DISCOVERY (NEW HAVEN)
*V  VOL. 3 (1)
*D  1967, P. 5-20
*A  SIBLEY, C.G.
*T  PROTEINS, HISTORY BOOK OF EVOLUTION
*VER  BIO ABST. (V. 49 JULY-AUG 1968) (65117)
*N  NIC, NNC NOT NEEDED AFTER 5/30/70
    INTERLIBRARY LOAN
    PALISADES FREE LIBRARY
    OAK TREE ROAD
    PALISADES, N.Y. 10964
```

C. Sample of Ineligible Request

```
*R  SLS-3-505-41
*I  M-I-O-371
*A  PETER, LAWRENCE
*T  PRESCRIPTIVE TEACHING
*P  MCGRAW, 1965
*VER  BIP 1969 P. 1412
```

D. Summary of Tags

1. *R Request identification
2. *I Additional required Information
3. *A Author of book or article
4. *T Title of book or article
5. *P Publisher, place, and date
6. *S Serial title
7. *V Volume and issue, if any
8. *D Date, (Month, year, and pagination)
9. *VER Verification
10. *N Notes

Subject Code for Interlibrary Loan Requests in NYSILL

Attached is a general outline of the Dewey Decimal Classification scheme. Because a number of libraries have adopted the Library of Congress classification, LC equivalents have been outlined in parentheses for their guidance in assigning DDC numbers. Because the two classification schemes are not entirely compatible, the LC designations have had to be arbitrary in some cases. All subject coding, for NYSILL requests, however, should be coded according to the Dewey table. Examples of some typical requests, using this revised subject classification scheme, are attached.

Assignments to subject referral centers will be made by the State Library staff. However, if actual location of an item is known from previous experience or some other authoritative source, it will be helpful if this information is added.

If questions of interpretation arise, please write, phone, or teletype:

Interlibrary Loan Section
New York State Library
Albany, New York 12224

Telephone: 518-474-5383

Teletype: TWX 710-441-8770

Date phone: 518-474-5782

Outline of Dewey Decimal Classification

For Use in the

New York State Interlibrary Loan Network

000 General works (AZ)
- 010 Bibliography (Z)
- 020 Library science (Z665)
- 030 General encyclopedias (AE)
- 040 General collected essays (PN6)
- 050 General periodicals (AP)
- 060 General societies (AS)
- 070 Newspaper journalism (PN4700)
- 080 Collected works (AC)
- 090 Manuscripts & rare books (Z)

100 Philosophy (B)
- 110 Metaphysics (BD)
- 120 Metaphysical theories (BD)
- 130 Branches of psychology (BD)
- 140 Philosophical topics (B)
- 150 General psychology (BF)
- 160 Logic (BC)
- 170 Ethics (BJ)
- 180 Ancient and medieval (B)
- 190 Modern philosophy (B)

200 Religion (BL)

300 Social sciences (H)
- 301 Sociology (HM)
- 310 Statistics (HA)
- 320 Political science (J)
- 330 Economics (HB)
- 340 Law (K)
  - 341 International law (JX)
  - 342 Constitutional law and history (JQ)
  - 343 Criminal law (K)
  - 344 Marital law (K)
  - 345 United States statutes and cases (K)
  - 346 British statutes and cases (K)
  - 347 Law treatises (K)
  - 348 Canon law (Ecclesiastical law) (BL)
  - 349 Foreign law (K)

350 Public administration (JF)
360 Social welfare (HV)
370 Education (L)
380 Public service and utilities (HD2761)
- 381 Internal commerce (HE)
- 382 International commerce (HF)
- 383 Postal communication (HE)
- 384 Telecommunication (HE)
- 385 Railroad transportation (HE)
- 386 Inland waterway transportation (HE)
- 387 Marine and air transportation (HE)
- 388 Highway and urban transportation (HE)
- 389 Metrology and standardization (T50)

390 Customs and folklore (GR,GT)

400 Language (P)
410 Comparative (P)
420 English and Anglo-Saxon (PE)
430 Germanic languages (PF)
440 French, Provencal Catalan (PC2001)
450 Italian, Rumanian (PC1001)
460 Spanish, Portuguese (PC4001)
470 Latin and other Italic (PA2001)
480 Classical and modern Greek (PA)
490 Other languages
- Africa (PL)
- China (PJ)
- India/Pakistan (PJ)
- Japan (PJ)
- Middle East (PK)
- Slavic (PG)
- Southeastern Asia (PJ)

500 Pure science (Q)
510 Mathematics (QA)
520 Astronomy (QB)
530 Physics (QC)
540 Chemistry and allied sciences (QD)
550 Earth sciences (QE)
- 551 Geophysics and related subjects (QE)
- 552 Petrology (QE)
- 553 Economic geology (QE)
- 554 Geology of Europe (QE)
- 555 Geology of Asia (QE)
- 556 Geology of Africa (QE)
- 557 Geology of North America (QE)
- 558 Geology of South America (QE)
- 559 Geology of other parts of the world (QE)

560 Paleontology (QE700)
570 Anthropology and biology (GN,QH301)
- 571 Prehistoric archeology (CC)
- 572 Anthropology (GN)

573 Physical anthropology (GN)
574 Biology (QH301)
575 Organic evolution (QH301)
576 Microbiology (QR)
577 Philosophy of biology (QH301)
578 Microscopes and microscopy (QH201)
579 Collection and preservation (QH)
580 Botanical sciences (QK)
590 Zoological sciences (QL)

600 Technology (T)
607 Technical education and research (T60)
608 Patents (T201)
610 Medical sciences (R)
620 Engineering (TA)
630 Agriculture (S)
640 Home Economics (TX)
650 Business (HF5001)
660 Chemical technology (TP)
669 Metallurgy (TN)
670 Manufactures (TS)
680 Other manufactures (TS)
690 Building construction (TH)

700 The arts (N)
710 Landscape and civic art (SB469)
720 Architecture (NA)
730 Sculpture (NB)
740 Drawing and decorative arts (NC)
750 Painting (ND)
760 Prints and print making (NE)
770 Photography (TR)
780 Music (M)
790 Recreation (GV)

800 Literature (PN)
810 American literature (PS)
820 English literature (PR)
830 German literature (PT)
839 Other Germanic (PT)
840 French literature (PQ1)
849 Provencal and Catalan (PC2001)
850 Italian literature (PQ4001)
859 Rumanian (PC601)
860 Spanish literature (PQ6001)
869 Portuguese and Galician (PQ9000)
870 Latin literature (PA6000)
879 Other Italic (PA6000)
880 Greek literature (PA3050)
889 Byzantine and Hellenic (PA3050)

890 Other literatures (PL)
891 Other Indo-European (PL)
892 Semitic and Hamito-Semitic (PJ)
893 Hamitic literatures (PJ1001)
894 Finno-Urgric and other (PH)
895 Far Eastern literatures (PL)
896 African literatures (PL)
897 North American Indian (PM)
898 South American Indian (PM)
899 Austronesian (PL)

900 History (D)
910 Geography (G)
920 Biography of individuals not clearly belonging to any specific subject (CT)
930 Ancient history (DE)
940 Europe (D)
941 Scotland and Ireland (DA750)
942 England (DA)
943 Germany (DD)
and central Europe
944 France (DC)
945 Italy (DG)
946 Spain (DP)
and Portugal (DP501)
947 USSR and adjacent areas (DK)
948 Scandinavia (DL)
949 Other areas of Europe
949.2 Netherlands (DH,DJ)
950 Asia (DS)
951 China (DS701)
and Korea (DS901)
952 Japan (DS801)
and adjacent areas
953 Arabian Peninsula (DS201)
954 Subcontinent of India (DS)
955 Iran (Persia) (DS251)
956 Near East (Middle East) (DS41)
957 Siberia (DK750)
958 Central Asia (DS)
959 Southeast Asia (DS)
960 Africa (DT)
970 North America (E)
971 Canada (F1001)
972 Mexico and Caribbean (F1201)
973-979 United States (F)
980 South America (F1401)
(includes works on Latin America)
990 Pacific Ocean islands (DU)
997 Atlantic Ocean islands
998 Arctic Regions
999 Antarctic Regions

Outline of Library of Congress Classification

For Use as a Conversion Table in the

New York State Interlibrary Loan Network

A General Works and Polygraphy

AC	Collected works (080)
AE	General encyclopedias (030)
AP	General periodicals (050)
AS	General societies (060)
AZ	General works (000)

B Philosophy - Religion

B	Philosophy (100)
B	Philosophical topics (140)
B	Ancient and medieval (180)
B	Modern philosophy (190)
BC	Logic (160)
BD	Metaphysics (110)
BD	Branches of psychology (130)
BF	General psychology (150)
BJ	Ethics (170)
BL	Religion (200)
BL	Canon law Ecclesiastical law (348)

C History - Auxiliary Sciences

CC	Prehistoric archeology (571)
CT	Geography of individuals not clearly belonging to any specific subject (920)

D History and Topography (except America)

D	History (900)
D	Europe (940)
DA	England (942)
DA750	Scotland and Ireland (941)
DC	France (944)
DD	Germany and central Europe (943)
DE	Ancient history (930)
DG	Italy (945)
DH-DJ	Netherlands (949) Belgium, Luxembourg, Holland
DK	USSR and adjacent areas (947)
DK750	Siberia (957)
DL	Scandinavia (948)

DP Spain (946)
DP501 Portugal (946)
DS Asia (950)
DS Subcontinent of India (954)
DS Central Asia (958)
DS41 Near East (Middle East) (956)
DS201 Arabian Peninsula (953)
DS251 Iran (Persia) (955)
DS701 China (951)
DS801 Japan and adjacent areas (952)
DS901 Korea (951)
DT Africa (960)
DU Pacific Ocean islands (990)

E-F America

E North America (970)
F United States (973-979)
F1001 Canada (971)
F1201 Mexico and Caribbean (972)
F1401 South America (includes works on Latin America) (980)

G Geography - Anthropology

G Geography (910)
G575 Arctic Regions (998)
G575 Atlantic Ocean islands (997)
G575 Antarctic Regions (999)
GN Anthropology (570)
GR Folklore (390)
GT Customs (390)
GV Recreation (790)

H Social Sciences

H Social sciences (300)
HA Statistics (310)
HB Economics (330)
HD2761 Public service and utilities (380)
HE Internal commerce (381)
HE Postal communication (383)
HE Telecommunication (384)
HE Railroad transportation (385)
HE Inland waterway transportation (386)
HE Marine and air transportation (387)
HE Highway and urban transportation (388)
HF International commerce (382)
HF5001 Business (650)
HM Sociology (301)
HV Social welfare (360)

J Political Science

J	Political science (320)
JF	Public administration (350)
JQ	Constitutional law and history (342)
JX	International law (341)

K Law

K	Law (340)
K	Criminal law (343)
K	Marital law (344)
K	United States statutes and cases (345)
K	British statutes and cases (346)
K	Law treatises (347)
K	Foreign law (349)

L Education

L	Education (370)

M Music

M	Music (780)

N Fine Arts

N	The arts (700)
NA	Architecture (720)
NB	Sculpture (730)
NC	Drawing and decorative arts (740)
ND	Painting (750)
NE	Prints and print making (760)

P Language and Literature

P	Language (400)
P	Comparative (410)
PA	Classical and modern Greek (480)
PA2001	Latin and other Italic (470)
PA3050	Greek literature (880)
PA3050	Byzantine and Hellenic (889)
PA6000	Latin literature (870)
PA6000	Other Italic (879)
PC601	Rumanian (859)
PC1001	Italian, Rumanian (450)
PC2001	French, Provencal Catalan (440)
PC2001	Provencal and Catalan (849)

PC4001 Spanish, Portuguese (460)
PE English and Anglo-Saxon (420)
PF Germanic languages (430)
PG Slavic - languages (490)
PH Finno-Urgric and other (894)
PJ China - languages (490)
PJ India/Pakistan - languages (490)
PJ Japan - languages (490)
PJ Semitic and Hamito-Semitic (892)
PJ Southeastern Asia - languages (490)
PJ1001 Hamitic literatures (893)
PK Middle East - languages (490)
PL Africa - languages (490)
PL Other literatures (890)
PL Other Indo-European (891)
PL Far Eastern literatures (895)
PL African literatures (896)
PL Austronesian (899)
PM North American Indian (897)
PM South American Indian (898)
PN Literature (800)
PN6 General collected essays (040)
PN4700 Newspaper journalism (070)
PQ1 French literature (840)
PQ4001 Italian literature (850)
PQ6001 Spanish literature (860)
PQ9000 Portuguese and Galician (869)
PR English literature (820)
PS American literature (810)
PT German literature (830)
PT Other Germanic (839)

Q Science

Q Pure science (500)
QA Mathematics (510)
QB Astronomy (520)
QC Physics (530)
QD Chemistry and allied sciences (540)
QE Earth Sciences (550)
QE Geophysics and related subjects (551)
QE Petrology (552)
QE Economic geology (553)
QE Geology of Europe (554)
QE Geology of Asia (555)
QE Geology of Africa (556)
QE Geology of North America (557)
QE Geology of South America (558)
QE Geology of other parts of the world (559)
QE700 Paleontology (560)
QH Collection and preservation (579)

	QH201	Microscopes and microscopy (578)
	QH	Biology (570)
	QH301	Biology (574)
	QH301	Organic Evolution (575)
	QH301	Philosophy of biology (577)
	QK	Botanical sciences (580)
	QL	Zoological sciences (590)
	QR	Microbiology (576)
R		Medicine
	R	Medical sciences (610)
S		Agriculture - Plant and Animal Industry
	S	Agriculture (630)
	SB469	Landscape and civic art (710)
T		Technology
	T	Technology (600)
	T50	Metrology and standardization (389)
	T60	Technical education and research (607)
	T201	Patents (608)
	TA	Engineering (620)
	TH	Building construction (690)
	TN	Metallurgy (669)
	TP	Chemical technology (660)
	TR	Photography (770)
	TS	Manufactures (670)
	TS	Other manufactures (680)
	TX	Home Economics (640)
Z		Bibliography and Library Science
	Z	Bibliography (010)
	Z	Manuscript & rare books (090)
	Z665	Library science (020)

Standard Abbreviations of Sources of Verification

Agricultural Index	Ag I
Air University Library Index to Military Periodicals	Air U Mil Per
American Doctoral Dissertations	Am Doc Diss
L'Année Philologique	Ann Philol
Applied Science and Technology Index	ASTI
Art Index	Art I
Avery Index to Architectural Periodicals	Avery I
Biblio	Biblio
Bibliografia General Española e Hispano-americana	Bib Esp
Bibliografia Hispánica	Bib Hisp
Bibliographie de la France	Bib Fr
Bibliographie der Deutschen Zeitschriftenliteratur	IBZ - A
Bibliographie der Fremdsprachigen Zeitschriften-literatur	IBZ - B
Bibliographie Geographique Internationale	Bib Geog Int
Bibliography and Index of Geology Exclusive of North America	Bib I Geol
Bibliography of Agriculture	Bib Ag
Bibliography of Asian Studies	Bib Asian Stud
Bibliography of North American Geology	Bib NA Geol
Bibliothèque Nationale. Paris, Catalogue Général	BN
Biography Index	Biog I
Biological Abstracts	BA
Biological and Agricultural Index	Biol Ag

Book Review Digest	BRD
Books in Print	BIP
Botanical Abstracts	Bot A
Botanisches Zentralblatt	Bot Z
Brinkman's Catalogus van Boeken	Brinkman
British Books in Print	BBIP
British Museum. General Catalogue of Printed Books	BM
British National Bibliography	BNB
British Union-catalogue of Periodicals	BUCOP
Bulletin signalétique	Bull Sig
Business Periodicals Index	BPI
Cambridge Bibliography of English Literature	CBEL
Catalogo Cumulativo del Bollettino delle Pubblicazioni Italiane	Cat Cum Ital
Chemical Abstracts	CA
Chemisches Zentralblatt	Chem Z
Child Development Abstracts	Child Dev A
Cumulative Book Index	CBI
Cumulative Index to Nursing Literature	CI Nur Lit
Cyrillic Union Catalog (microprint edition)	Cyr Un Cat
Deutsche Nationalbibliographie	Deut Nat bib
Deutsches Bücherverzeichnis	DBV
Dissertation Abstracts	DA
Doctoral Dissertations Accepted by American Universities	Doc Diss
Economic Abstracts	Econ A
Education Index	Ed I

Engineering Index	Engr I
English Catalogue of Books	Eng Cat
Essay and General Literature Index	EGLI
Excerpta Medica	EM
Experiment Station Record	Exp Sta Rec
Geophysical Abstracts	Geophys A
GeoScience Abstracts	GeoS A
Handbook of Latin American Studies	HLAS
Historical Abstracts	Hist A
Index of Economic Journals	I Econ J
Index to Dental Literature	I Dent Lit
Index to Latin American Periodical Literature	I LA Per Lit
Index to Latin American Periodicals	I LA Per
Index to Legal Periodicals	I Leg Per
Index Medicus	IM
Index to Religious Periodical Literature	I Rel Per Lit
Industrial Arts Index	Indus Art I
International Aerospace Abstracts	Int Aero A
International Bibliography of Economics	Int Bib Econ
Historical Sciences	Int Bib Hist Sci
Political Science	Int Bib Pol Sci
Social and Cultural Anthropology	Int Bib Anthr
Sociology	Int Bib Soc
International Catalogue of Scientific Literature	Int Cat Sci Lit
International Congresses and Conferences	Int Cong Conf
International Index	Int I

International Political Science Abstracts	Int Pol Sci A
Internationale Bibliographie der Zeitschriften-literatur	IBZ
Jahres-Verzeichnis der Deutschen Hochschulschriften	Jahr Deut Hoch
Kayser. Vollständiges Bücher-lexikon	Kayser
Library Literature	Lib Lit
Library of Congress Catalog	LC Cat
Library of Congress. Cumulative Subject Catalog	LC Subj
Library Science Abstracts	Lib Sci A
Libros en venta en Hispanoamérica y España	Lib en venta
List of Periodicals Abstracted by Chemical Abstracts	CA List Per
Lorenz. Catalogue Général de la Librairie française	Lorenz
Mathematical Reviews	Math R
Meteorological & Geoastrophysical Abstracts	Meteor Geoastr
Metropolitan Museum of Art Library Catalog	Met Mus Lib Cat
Modern Language Association. MLA American Bibliography	MLA
Modern Language Association. MLA International Bibliography	MLA
Monthly Index of Russian Accessions	Mo I Russ Acc
Music Index	Mus I
National Union Catalog (printed)	NUC
National Union Catalog (on cards at LC)	DLC-UCD
National Library of Medicine Current Catalog	NLM
New Serial Titles	NST
New York Public Library Dictionary Catalog of the Slavonic Collection	NYPL Slav

Newspapers on Microfilm	NOM
Nuclear Science Abstracts	NSA
Nutrition Abstracts & Reviews	Nutr A
Pagliani. Catalogo Generale della Libreria Italiana	Pagliani
Palau Y Dulcet. Manual del Librero Hispano-americano	Palau
Peabody Museum of Archaeology and Ethnology. Library. Author Catalog	Peabody Mus Auth
Peabody Museum of Archaeology and Ethnology. Library. Subject Catalog.	Peabody Mus Subj
Philosopher's Index	Philos I
Play Index	Play I
Poggendorff. Biographisch-literarisches Handwörterbuch	Poggendorff
Poole's Index to Periodical Literature	Poole
Psychological Abstracts	Psych A
Public Affairs Information Service Bulletin	PAIS
Quarterly Cumulative Index Medicus	QCIM
Reader's Guide to Periodical Literature	RG
Religious and Theological Abstracts	Rel Theol A
Répertoire Bibliographique de la Philosophie	Rép Bib Philos
Répertoire d'Art et d'Archeologie	Rép Art
Rome. Centro Nazionale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche. Primo Catalogo collettivo delle Biblioteche italiane.	Prim Cat Col Ital
Royal Society of London. Catalogue of Scientific Papers	Roy Soc Cat
Science Abstracts A. Physics Abstracts	Sci A-A
B. Electrical Engineering Abstracts	Sci A-B

Scientific and Technical Aerospace Reports	STAR
Serial Publications of Foreign Governments	SPFG
Short Story Index	Short Story I
Social Sciences and Humanities Index	SSHI
Sociological Abstracts	Soc A
Union List of Newspapers	ULN
Union List of Serials	ULS
United Nations Documents Index	UNDI
U. S. Armed Forces Medical Library Catalog	AFML Cat
United States Catalog	U. S. Cat
United States Government Publications; Monthly Catalog	Mo Cat
U. S. Government Research and Development Reports	USGRDR
U. S. Surgeon General's Office. Index-catalogue of the Library	Sur Gen Cat
Vertical File Index	VFI
Water Pollution Abstracts	Water Pol A
World List of Scientific Periodicals	WLSP
Zoological Record	Zool Rec

VII

REPORTS ON INTERLIBRARY LOAN TRANSACTIONS

Symbols of the Identification of Resource Libraries in the Network

New York State Library.....N
Brooklyn Public Library.....NB
Buffalo and Erie County Public Library.....NBU
Rochester Public Library.....NR
Columbia University Libraries.....NNC
Cornell University Libraries.....NIC
Engineering Societies Library.....NNE
New York Academy of Medicine.....NNN
New York Public Library.....NN
New York University Libraries.....NNU
Teachers College Library.....NNCT
Union Theological Seminary.....NNUT
American Museum of Natural History.....NNM

Symbols for reporting. Changes of symbols become operative when notified by the State Library.

Requests Ineligible for Referral in the NYSILL Network

Requests may be coded ineligible for referral in the NYSILL Network by the originating library, the library transmitting the request, or the Interlibrary Loan Section of the State Library. The State Library will attempt to fill these requests from its own collection. Reports on these transactions will be coded as follows:

Report Symbol	Meaning
A	Request filled from State Library's holdings and mailed. Transaction completed.
B	Photocopy sent by State Library. If the request was for original material and it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.
C	Not on shelves in State Library. Request again. This notation applies to materials not expected to be available within 30 days. Transaction completed.

D	Not on shelves in State Library. Reserved. This notation applies to material in circulation. Transaction completed.
E	Not owned by the State Library. Transaction completed.
F	Inadequate citation. Request canceled. Resubmit if more complete information is available.
GN	In State Library. Does not circulate. Transaction completed if request is ineligible.
T	An optional code which may be used to supplement codes F, G, H. Messages are restricted to 24 characters or less. It may include such data as: quotation on cost of photocopy; availability of material on microfilm, microfiche, microcard, etc.; reason for inadequacy of citation; estimated date of future availability of material; restricted local use because of fragility, value, special conditions, etc. When used, must be preceded by codes F, G, or H and transaction number.

T CODE IS NOT TO BE USED BY REFERRAL LIBRARIES UNTIL NOTIFIED BY THE STATE LIBRARY.

Requests Eligible for Referral in the NYSILL Network

Requests are coded eligible for referral in the NYSILL Network by the library transmitting the request to the State Library. The Interlibrary Loan Section will also evaluate the suitability of these requests for referral. Reports on these transactions will be coded as follows:

Report Symbol	Meaning
A	Request filled from the State Library's holdings and mailed. Transaction completed.
B	Photocopy sent by State Library. If the request was for original material and it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.
F	Inadequate citation. The symbol will follow the code for the library reporting the

citation as inadequate. Request canceled. Resubmit if more information is available.

G — Does not circulate at the area or subject referral library. The code for the referral library at which the material does not circulate will precede the report code.

H — Material requested owned by referral library but not available for circulation at the time of request. The code for the referral library precedes the report code. Transaction completed.

J — Request considered ineligible for further referral. Request canceled.

K — Request referred to an area or subject referral library.

M — Material not owned by a specific referral library. The report code follows the code for the referral library.

P — Request filled at referral library. The code for the referral library will precede code symbol.

PB — Photocopy sent by the referral library in lieu of original as requested. Code for the referral library precedes the report code.

NU — Transaction bearing this number not received from request site.

SS — Request sent to Auxiliary Services.

W — Request delayed in network and canceled. Resubmit if still needed.

T — An optional code which may be used to supplement codes F, G, H. Messages are restricted to 24 characters or less. It may include such data as:

- quotation on cost of photocopy;
- availability of material on microfilm, microfiche, microcard, etc.;
- reason for inadequacy of citation;
- estimated date of future availability of material;

T CODE IS NOT TO BE USED BY REFERRAL LIBRARIES UNTIL NOTIFIED BY THE STATE LIBRARY.

restricted local use because of fragility, value, special conditions, etc.

When used, must be preceded by codes F, G, or H and transaction number.

The Interlibrary Loan Section will follow up unfilled requests. The request sites will be asked to supply a list of requests which their records indicate are unfilled, on a schedule established by the Interlibrary Loan Section.

VIII

POLICY GOVERNING THE LOAN OF MATERIALS

Loans by the New York State Library

Loans from the State Library's collection are governed by the State Library's usual rules on interlibrary loans as set forth in the New York State Library Interlibrary Loan Policy (see Chapter IX).

Loans by NYSILL Referral Libraries

Each contracting library in the NYSILL Network has established its own interlibrary loan policy, and all interlibrary loans made through NYSILL are subject to those policies. The lending library should forward instructions with each item, specifying:

1. whether materials are restricted to use within the borrowing library;
2. whether the material may be photocopied or otherwise reproduced;
3. whether the material requires any special care or handling;
4. whether the material should be insured upon return;
5. when the material is due back at the lending library;
6. whether the material can be renewed, and if so, how.

All items mailed by referral libraries should be clearly marked: ATTENTION: INTERLIBRARY LOAN LIBRARIAN.

Renewals

All renewals for material supplied by referral libraries must be negotiated directly with the lending library.

All renewals for material supplied by the State Library should be requested at the end of the day's teletype transmission. Use the heading Renewals, and list the classification number, brief author and title of the material to be renewed.

Returns

All materials should be returned promptly.

All materials supplied by referral libraries should be returned directly to the lending library, not to the State Library.

All returned materials should be accurately and completely addressed and clearly marked: ATTENTION: INTERLIBRARY LOAN LIBRARIAN.

Reproduced Materials

Materials may be supplied in reproduced copy not to exceed 24 pages. Materials supplied in reproduced copy should be clearly labeled by the

supplying library with the full bibliographical citation and with the name of the library at which the original is located.

Materials supplied in reproduced copy should be sent by first class mail.

All material under copyright will be reproduced only once for each requestor,and the copy will be marked: "Reproduced in single copy for reference purposes only. Further reproduction is not authorized."

Addresses

All interlibrary loan mail to the State Library should be addressed to:

Interlibrary Loan Section
New York State Library
Albany, New York 12224

Public library addresses are listed in Organization and Institutions of The University of the State of New York (Handbook 24-d) published by the State Education Department.

College and university library addresses are listed in A Directory of College and University Libraries in New York State published by the State Education Department.

Medical library addresses are listed in A Directory of Medical Libraries in New York State published by the State Education Department.

IX

THE NEW YORK STATE LIBRARY INTERLIBRARY LOAN POLICY

Reprinted by permission, THE BOOKMARK, July 1970

I. This policy is enunciated in accordance with the terms of the National Interlibrary Loan Code, of 1968[1], and the Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries,[2] as adopted by the American Library Association, to which the State Library gives general adherence.

II. The State Library has two major functions, one, to serve the government of the State of New York, and two, to support all of the other libraries in the State. The legal relation of the State Library to other libraries is radically different from the legal relations of other research libraries to libraries in general. The State Library is designed to serve other libraries as a central agency and aims, as far as its collections and facilities permit, to meet their needs. This interlibrary loan policy is, therefore, quite liberal. Duplicates of some reference books are available for lending. Lending to other libraries in New York State is a function of the unique structure of the University of the State of New York and is viewed by the Regents as one form of State assistance.

III. The following may borrow from the State Library books which are available for loan and which are not available in local libraries:

1. All institutions in the University of the State of New York. In order to make maximum use of local resources, libraries which are members of public library systems are expected to borrow through their system headquarters.

2. Special libraries serving Federal, State, and local government; industry; research institutions; the professions; etc.

3. Official and professional borrowers, in connection with their work, as specified by law and the Regulations of the Commissioner of Education.

IV. With the following exceptions, all books, regardless of the section of the State Library in which they are housed, are available for lending:

1. Books in special collections, used for reference. These may, at the discretion of the director of the State Library, be loaned in cases of special need. Materials in the law and medical libraries, which may not be considered appropriate for lay use, may, at the discretion of the director of the State Library, be loaned, only where the borrower is identified as a member of the appropriate profession.

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[1]Adopted June 27, 1968
[2]Adopted June 26, 1968, Revised January 28, 1968

2. Periodicals will not be circulated, with rare exceptions for special circumstances. The State Library, however, will supply copies of articles of 24 pages or less, gratis, to libraries in New York State. A charge for each page in excess of 24 will be made. Libraries should be careful to indicate, either by pagination or by title, the material in a given journal in which they are interested. Violations of copyright regulations which any copying may involve are the responsibility of the borrowing library.

3. Manuscripts and books of exceptional rarity or fragility.

4. Genealogies and local histories of which no duplicate copies are available.

5. The State Library may supply photocopy in lieu of originals if, in the opinion of the director of the State Library, the overall needs of public service so require.

V. The borrowing library is responsible for the care and return of each book sent from the State Library. Lost and damaged books must be paid for at a rate to be determined by the director of the State Library. Presently, books costing $5 or less will be paid for at the rate of $10. To the cost of any book which will be more than $5, an additional $5 will be added to cover the costs of processing. Replacement copies will not be accepted.

VI. Photocopies of materials not available for loan and which are not supplied gratis, as indicated above, may be purchased from the State Library in accord with the following regulations:

1. Only library material produced

The State Library will undertake the reproduction only of material in its collections which is, in the opinion of the director of the State Library, properly available for duplication.

2. Fee for service only

The State Library does not sell the photocopies but merely performs the service of copying. The fee paid is exclusively for such service.

3. Copyright

All responsibility for questions of copyright that may arise in this copying and in the use made of the copies must be assumed by the applicant. Copyrighted material will not be reproduced beyond recognized "fair use" without the signed authorization of the copyright owner.

4. Reproduction

The library reserves the right, at its discretion and without explanation, to restrict the use of further reproduction of rare or valuable material and to make special quotations on materials involving unusual difficulty, including material over quarto size. Single copies only will be made of any material photocopied.

5. Mailing

Unless otherwise requested, all orders to be mailed will be sent by first class mail, or, if bulky, by railway express or parcel post, for which the customary fee will be charged. The library is not responsible for loss or damage in transit.

6. Payment

Make checks and money orders payable to the New York State Library.

7. Rates

Each photocopy print.....10¢

8. Out-of-State requests

No photocopy requests will be supplied gratis to libraries or individuals outside of New York State unless specific contractual arrangements have been made to do so.

9. Forms

The State Library will supply, upon request, forms for ordering photocopies.

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THE CONTRACTING LIBRARIES IN NYSILL

Responsibilities of the Contracting Libraries

The contracting libraries participating in the NYSILL Program agree to lend materials within specific subject responsibilities (for the subject referral libraries) and for specified geographical areas (for the area referral libraries) when requests are referred to them by the New York State Library.

The contracting libraries agree to refer requests they are unable to fill to additional referral libraries designated by the State Library.

The contracting libraries agree to report action taken on referred requests to the State Library within 5 days.

The contracting subject referral libraries agree to supply materials which are requested directly, bypassing the State Library, only when such requests are submitted by the central libraries of academic libraries with collections of 1 million volumes or more.

The contracting libraries are free to lend materials at their own discretion and in any form they find feasible.

The contracting libraries will not be expected to mail materials for the use of readers within approximately 60 miles unless it is their present policy to do so, or it is considered desirable as, for example, in the instance of a physically handicapped reader.

The contracting libraries are free to expend reimbursements derived from NYSILL contracts as they see fit.

The contracting libraries are expected to liberalize their present interlibrary loan policies wherever possible in return for reimbursements received under the NYSILL Program.

Responsibilities of the State Library and the Division of Library Development toward the Contracting Libraries

The State agrees to pay to the contracting libraries a participation grant plus unit fees for requests searched and for requests filled.

The State agrees to provide each contracting library with a teletype machine for receiving, transmitting, and reporting on NYSILL transactions.

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DIRECTORY OF NYSILL CONTRACTING LIBRARIES

AMERICAN MUSEUM OF NATURAL HISTORY
Central Park West and 79th St.
New York, New York 10024
212: 873-1300 Ext. 333

Status: Subject Referral Center

Librarian:

NYSILL Librarian: Mrs. Sandra Setnick, Reference Librarian

Subject Responsibilities:

- Anthropology (especially primitive peoples)
- Archaelogy of primitive areas (exclude classical archaelogy and antiquities)
- Bibliographies of naturalists
- Biographies of naturalists
- Biology
- Geology (materials in Slavic and Oriental languages)
- Limnology
- Linguistics of preliterate civilizations
- Oceanography
- Paleontology
- Zoology (materials in Slavic and Oriental languages)

Teletype Number: TWX-710-581-4107

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BROOKLYN PUBLIC LIBRARY
Grand Army Plaza, Ingersoll Building
Brooklyn, New York 11238
212: 789-1212

Status: Area Referral Center

Librarian: Kenneth F. Duchac

NYSILL Librarian: Catherine Filippi, Chief of Interbranch Loan Division

Teletype Number: TWX-710-584-2253 Data Phone: 212-857-6484

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lafayette Sq.
Buffalo, New York 14203
716: 856-7525

Status: Area Referral Center

Librarian: Joseph B. Rounds

NYSILL Librarian: Mrs. Edith Hill, Interlibrary Loan Librarian

Teletype Number: TWX: 710-522-1209 Data Phone: 716-856-2863

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COLUMBIA UNIVERSITY
Morningside Heights
New York, New York 10027
212: 280-1754

Status: Subject Referral Center

Librarian: Warren J. Haas

NYSILL Librarian: Rita Keckeissen, Assistant Head of Reference

Subject Responsibilities:

American literature
Anthropology
China
Classical languages
Classics
Dutch history
French history
French literature
Geology
Geophysics
German history
German literature
International law
Italian history
Italian literature
Japan
Journalism
Law - foreign
Library science
Mathematics
Oceanography
Philosophy
Slavic
Technical reports
Translations from Oriental languages

Teletype Number: TWX: 710-581-3600 Data Phone: 212-666-9150

CORNELL UNIVERSITY
Ithaca, New York 14850
607: 256-4144

Status: Subject Referral Center

Librarian: David Kaser

NYSILL Librarian: Robert Packard

Subject Responsibilities:

- Agriculture
- Architecture
- Bibliography
- Botany
- Chemistry
- City and regional planning
- Cookery
- Engineering
- Family and marriage
- Fine arts
- Health insurance and workmen's compensation
- Human ecology
- Icelandic and Old Norse languages
- India
- International relations and diplomacy
- Labor unions
- Latin America
- Law - Anglo-American
- Music
- Nutrition
- Pakistan
- Physics
- Political science
- Rural sociology
- Slavery (exclude rare books)
- Southeastern Asia
- Water resources
- Wild life conservation
- Zoology

Teletype Number: TWX-510-255-9301

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ENGINEERING SOCIETIES LIBRARY
345 East 47th St.
New York, New York 10017
212: PL2-6800 Ext. 287

Status: Subject Referral Center

Librarian: S. Kirk Cabeen

NYSILL Librarian: James M. Lessley

Subject Responsibilities:

- Bioengineering
- Earth science (economic and applied geology, geology and various world regions, meteorology, physical and dynamic geology)
- Engineering and technology
- Mineralogy
- Oceanography (equipment for ocean exploration, not marine life)
- Optics
- Papers and proceedings of engineering conferences
- Physics (electricity and magnetism; heat, mechanics, and liquids; molecular, nuclear, and atomic).

Teletype Number: TWX-710-581-4536

MONROE COUNTY LIBRARY SYSTEM
115 South Ave.
Rochester, New York 14604
716: 546-6990

Status: Area Referral Center

Librarian: Harold S. Hacker

NYSILL Librarian: Mrs. Elizabeth Chase, Interlibrary Loan Librarian

Teletype Number: TWX-510-253-5781

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NEW YORK ACADEMY OF MEDICINE
2 East 103rd St.
New York, New York 10029
212: TR6-8200

Status: Subject Referral Center

Librarian: Thomas G. Basler

NYSILL Librarian: Florence A. Lyons

Subject Responsibilities:

Behaviorial science
Bioengineering
Dentistry
Medical economics and health insurance
Medicine
Nursing
Nutrition
Psychology
Public health

Teletype Number: TWX: 710-581-6131

THE NEW YORK PUBLIC LIBRARY
THE RESEARCH LIBRARIES
Fifth Ave. and 42nd St.
New York, New York 10018
212: 695-4200

Status: Subject Referral Center

Librarian: Edward G. Freehafer

NYSILL Librarian: L. Dawn Pohlman, Chief, Cooperative Services Division

Subject Responsibilities:

1. Photocopy of materials from the following subject areas:

Africa	Latin
American history	Literature
Astronomy	Middle East
Canadian history	Modern European languages
Economics	Music
English	Netherlands history
English history	Patents
French history	Scandinavian history
Geology	Sociology
Geography	Spanish history
German history	Spanish literature
Italian history	Transportation
	United States history

2. Microfilm of monographs:

In the case of monographic materials, it will be the policy to provide positive microform copy on loan if no other copy is available within the NYSILL Network and when a microform copy is requested through NYSILL headquarters. In addition to the types of material generally excluded under the NYSILL Program, The New York Public Library Research Libraries will not provide the following categories in microform:

a. publications protected by copyright
b. publications containing colored illustrations

On special request The Research Libraries of The New York Public Library will, however, make available, in microform, current monographs which another library has been unable to acquire through normal acquisition channels. Whenever technically possible, the filming will be done on 16mm. microfilm. In some instances, 35mm. microfilm will be used. Libraries must have the capability of using either size microfilm.

Teletype Number: TWX: 710-581-6026 Data Phone: 212-564-350

NEW YORK STATE LIBRARY
Albany, New York 12224
518: 474-5383

Status: Switching Center

Librarian: Mason Tolman

NYSILL Librarian: Mrs. Mary Felix, Associate Librarian, Interlibrary Loan Section

Teletype Number: TWX: 710-441-8770 Data Phone: 518-474-5782

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NEW YORK UNIVERSITY
Washington Sq.
New York, New York 10003
212: 598-1212

Status: Subject Referral Center

Librarian: Charles F. Gosnell

NYSILL Librarian: Mrs. Edith C. Wise, Head of Reference

Subject Responsibilities:

Business and commerce
English literature
United Nations documents

Teletype Number: TWX-710-581-6019

TEACHERS COLLEGE
525 West 120th St.
New York, New York 10027
212: 870-4222

Status: Subject Referral Center

Librarian: Sidney Forman

NYSILL Librarian: Sharon Brown

Subject Responsibilities:

- Art and music education
- Business education
- Developmental psychology
- Education
- International education (1915-1935)
- Learning theory
- NEA publications
- Nursing education
- Social psychology
- Textbook collection
- UNESCO publications

Teletype Number: TWX-710-581-4433

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UNION THEOLOGICAL SEMINARY
3041 Broadway
New York, New York 10027
212: M02-7100

Status: Subject Referral Center

Librarian: Robert F. Beach

NYSILL Librarian: B. Marjory Griffis, Reference Librarian

Subject Responsibilities:

- Anthropology
- Far Eastern materials
- Negro history (19th Century)
- Philosophy
- Religion
- Sacred music

Teletype Number: TWX-710-581-6125